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ABSTRACT

intended to provide Maryland school districts with a bibliography of materials to support the Project Basic Instructional Guides, this paper lists elementary and secondary school materials according to the writing educational objectives determined by Project Basic educators. Listed under more than 40 objectives, the entries include books, films, filmstrips, kits, records, games, audiotapes, videotapes, transparencies, periodicals, and pamphlets. Subjects covered in the materials include capitalization, skimming and scanning, research papers, notetaking, reports and letters, competency skills in writing, expressive writing, punctuation, sentence structure, journal writing, grammar, and paragraph construction. (FL)

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PROJECT BASIC

INSTRUCTIONAL RESOURCES FOR WRITING

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TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC)."

Maryland State Department of Education
The Office of the Superintendent: Project Basic
200 West Baltimore Street
Baltimore, Maryland 21201
1982

ED225184

CS207337

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School Library Media Materials
Support for Project Basic

INTRODUCTION

In order to provide the local school systems with a bibliography of suggested resources which would support the Project Basic Instructional Guides, the Project Basic Office and the School Library Media Services Branch, Division of Library Development and Services, agreed to jointly produce a document which suggested materials for each of the competencies in the areas of Citizenship, Survival, World of Work, Mathematics, Reading, and Writing. Since each local school system has its own policies and procedures for the evaluation and selection of materials, as well as for their procurement, the document is to be used within each system according to its own criteria.

This bibliography consists of annotated listings of student-use materials (library books, films, filmstrips, kits, records, games, audio and videotapes, filmloops, transparencies, periodicals, and pamphlets) arranged according to competencies and objectives. All items listed were researched to verify their availability at the time of publication. Use of specific materials will depend on the levels of students' skill needs, abilities, and maturity. School personnel will want to preview the materials before use.

The resources in this document were compiled under the guidance of Rosa Presberry, Staff Specialist in School Library Media Services, School Media Services Branch. The following persons contributed information for inclusion in the document:

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Paula Montgomery
Chief
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Division of Library Development and Services
Maryland State Department of Education

WRITING OBJECTIVE 1.1.1.1

The student will copy specific information from a schedule.

GOAL:

To use the writing process to communicate personal information

COMPETENCY:

Recording personal information for self and others

NONPRINT RESOURCES:

Series Title:

Individual Title:

Description of Item

and Components:

Producer:

Copyright Date:

Interest Level:

Annotation:

Capitalization

Capital Letters...and How to Use Them

2 filmstrips, 2 cassettes, 6 dittos, teacher's guide
Educational Activities

1982

3-4

This series of filmstrips emphasizes correct usage of capital letters. Applications cover names, places, beginning sentences, quotations, addresses, titles, letters, and other specifics.

WRITING OBJECTIVE 1.1.1.4

The student will take notes from spoken or written materials.

GOAL:

To use the writing process to communicate personal information

COMPETENCY:

Recording personal information for self and others

PRINT RESOURCES:

Author: Fry, Edward
Title: Skimming and Scanning, Middle Level
Copyright Date: 1978
Publisher: Jamestown
Interest Level: 4-8
Annotation: This text/workbook contains lessons on two specialized reading skills-skimming and scanning. Scanning exercises require students to obtain information quickly from sources such as telephone directories, sports tables, TV listings guide words indexes and other sources.

Author: Kalina, Sigmund
Title: How to Sharpen Your Study Skills
Copyright Date: 1975
Publisher: Lothrop
Interest Level: 6-9
Annotation: This is a practical handbook that covers such topics as budgeting time, taking notes, and taking tests.

NONPRINT RESOURCES:

Series Title: Guide to Writing a Research Paper
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: Library Filmstrip Center
Copyright Date: 1977
Interest Level: 9-12
Annotation: This filmstrip presents the basic elements on how to write a term paper such as choosing and narrowing a topic, finding sources of information, analyzing material found in books, taking notes, making an outline, and writing the first draft.

Series Title: How to Improve Your Reading Skills and Habits:
Building Reading Comprehension
Getting More Out of What You Read
Individual Title:
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: Eye Gate Media
Copyright Date: n.d.

Objective 1.1.1.4 Nonprint Resources (continued)

- Interest Level: 4-8
Annotation: This sound filmstrip helps students learn to preview materials, to scan the information contained therein, to take notes and to adjust their reading speed to the purpose for which they are reading.
- Series Title: How to Outline and Organize Facts
Description of Item and Components: 2 filmstrips, 2 cassettes, teacher's guide
Producer: Guidance Associates
Copyright Date: 1979
Interest Level: 4-8
Annotation: This program is designed to teach outlining and how to organize facts in sequential order.
- Series Title: How to Write a Research Paper
Individual Titles: Getting Started; Selecting and Restricting a Topic; Gathering and Organizing Information; Writing a Research Paper
Description of Item and Components: 4 filmstrips, 4 cassettes/records, teacher's guides, spirit masters
Producer: McGraw-Hill Films
Copyright Date: 1976
Interest Level: 8-12
Annotation: These filmstrips teach the skills that are necessary for writing a research paper and explain the importance of each step.
- Series Title: Writing: Let's Begin
Individual Titles: Finding an Idea; Putting Ideas in Order; Writing a Story; Checking Your Work
Description of Item and Components: 4 filmstrips, 4 cassettes, teacher's guide
Producer: Guidance Associates
Copyright Date: 1979
Interest Level: K-3
Annotation: This imaginative program provides techniques for developing writing skills.
- Series Title: Listening and Notemaking Skills
Description of Item and Components: 10 cassettes, 10 activity books, teacher's guide
Producer: Educational Activities
Copyright Date: 1976
Interest Level: 9-12
Annotation: This program is designed to teach students how to listen and to take notes. It also provides practice in using the methods taught.

WRITING OBJECTIVE 1.1.1.19

The student will write his/her own full home address including zip code.

GOAL:

To use the writing process to communicate personal information

COMPETENCY:

Recording personal information for self and others

NONPRINT RESOURCES:

Series Title:

How to Survive in School: Note-Taking and Outlining Skills

Description of Item
and Components:

240 slides in 3 carousel cartridges, 3 cassettes,
3 records, teacher's guide

Producer:

The Center for Humanities

Copyright Date:

1977

Interest Level:

9-12

Annotation:

This program provides techniques for note-taking.
It describes simple, chronologic, and cause-and-effect lists, as well as comparison and contrast diagrams.

WRITING OBJECTIVE 1.1.1.20

The student will write his/her telephone number including area code.

GOAL:

To use the writing process to communicate personal information

COMPETENCY:

Recording personal information for self and others

NONPRINT RESOURCES:

Series Title:

Functional Reading Series

Individual Titles:

Reading the Newspaper; Reading the Yellow Pages;
Reading Labels; Reading Directions on Machines;
Using Catalogs

Description of Item
and Components:

5 filmstrips, 5 cassettes, teacher's guides,
student response booklets

Producer:

Media Materials

Copyright Date:

1979

Interest Level:

7-12

Annotation:

This series of filmstrips teaches the types of information which newspapers contain: feature articles, columns, and classified ads. It also acquaints students with the yellow pages, using the dictionary, with its index, guide words, headings, maps, kinds of labels, operating directions, catalogs and order forms, tax tables, and postage charts.

WRITING OBJECTIVE 1.2.1.7

The student will write an accident report.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing messages and reports

PRINT RESOURCES:

Author:	State Motor Vehicle Administration
Title:	Maryland Motor Vehicle Accident Report Form
Copyright Date:	n.d.
Publisher:	n.d.
Interest Level:	All
Annotation:	This form provides practice in filling out forms.

NONPRINT RESOURCES:

Series Title:	Disney's Basic Writing Skills Program Set 2
Individual Titles:	<u>Writing Basic Information with Goofy and Jimmy Cricket; Researching a Report with Minnie and Ludwig Van Drake; Writing a Report with Daisy Duck and Goofy; Expressing and Supporting an Opinion with Minnie and Mickey</u>
Description of Item and Components:	4 filmstrips , 4 records/cassettes, spirit masters, 1 poster, 36 sticks, teacher's guide
Producer:	Walt Disney Educational Media Company
Copyright Date:	1980
Interest Level:	1-3
Annotation:	This series of filmstrips teaches the fundamental writing skills.

WRITING OBJECTIVE 1.2.1.8

The student will write his/her resume including educational and work experience.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing messages and reports

PRINT RESOURCES:

Author: Kahn, Charles and Others
Title: My Job Application: A Survival Vocabulary
Copyright Date: 1980
Publisher: Janus
Interest Level: 3-8
Annotation: This book provides step-by-step procedures for filling out job applications including information about a student's personal history, education, health, and work experience.

Author: Simon, Jerrold G.
Title: How to Write a Resume
Copyright Date: 1982
Publisher: International Paper Company
Interest Level: 9-12
Annotation: Techniques for writing a resume are presented in this paper.

NONPRINT RESOURCES:

Series Title: How to Write a Resume
Description of Item and Components: 2 filmstrips, 2 cassettes, guide
Producer: Guidance Associates
Copyright Date: 1979
Interest Level: 9-12
Annotation: This program explains what resumes are, what purpose they serve, and how they are written.

Series Title: How to Write a Resume
Description of Item and Components: 73 slides, 1 record/cassette, teacher's guide
Producer: Center for Humanities
Copyright Date: 1979
Interest Level: 6-12
Annotation: This program emphasizes the components of a correctly prepared resume.

Series Title: The Scooby-Doo Gang in Help Wanted
Individual Titles: Part I: Resume: Foot in the Door; Part II: Interviewing and Applications
Description of Item and Components: 2 filmstrips, 2 cassettes, teacher's guide

Objective 1.2.1.8 - Nonprint Resources (continued)

Producer: Barr Films

Copyright Date: 1979

Interest Level: 9-12

Annotation: This program provides pertinent facts concerning resumes, job interviews, and the filing of an application form.

WRITING OBJECTIVE 1.2.2.1

The student will write a friendly letter.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing letters

PRINT RESOURCES:

Author: Kaplan, Sandra N.
Title: The Big Book of Writing Games and Activities
Copyright Date: 1977
Publisher: Sunburst
Interest Level: 3-6
Annotation: This book provides six games on letter writing, reporting, prose and poetry, technical writing, advertising, and journal writing.

NONPRINT RESOURCES:

Series Title: Competency Skill: How to Write Letters Asking for Information
Description of Item and Components: 2 filmstrips, 2 cassettes, teacher's guide
Producer: The Center for Humanities
Copyright Date: 1980
Interest Level: 7-10
Annotation: This program outlines a series of steps in letter writing. It shows simple letters illustrating the appropriate form and punctuation for the heading. Additional examples deal with letters of complaint and requests.

Series Title: Composition Skills Program
Individual Titles: Paragraphs; Reports; Mechanics: Capitalization; Mechanics: Punctuation; Friendly Letters; Business Letters

Description of Item and Components: 243 transparencies
Producer: Britannica Instructional Media
Copyright Date: 1980
Interest Level: 7-12
Annotation: These transparencies teach basic skills in writing--developing the paragraph, writing reports, capitalization, punctuation, friendly letters, and business letters.

Series Title: Expressive Writing
Individual Titles: Letter Writing, 1-2; Letter Writing, 3-4
Description of Item and Components: 2 cassettes, guides
Producer: Educational Reading Services

Objective 1.2.2.1 - Nonprint Resources (continued)

Copyright Date:	n.d.
Interest Level:	4-7
Annotation:	These cassettes motivate and guide students to develop letter writing skills.
Individual Title:	<u>Let's Write a Letter (Troll Skill Box)</u>
Description of Item and Components:	9 cassettes, 40 duplicating masters, teacher's guide
Producer:	Educational Reading Services
Copyright Date:	n.d.
Interest Level:	4-8
Annotation:	These cassettes teach students how to write business and personal letters, how to use capital letters and punctuation marks, how to write complete sentences and paragraphs, and how to address envelopes.
Series Title:	<u>Letter Writing Basics</u>
Individual Titles:	<u>Part I-Form: Miguel Applies for a Job; Part II-Clarity: Sally Orders A Sweater; Part III-Style: Jeff Says, "Thank You;" Part IV-Content: Luisa Makes a Friend</u>
Description of Item and Components:	4 filmstrips, 2 cassettes
Producer:	Eye Gate Media
Copyright Date:	1980
Interest Level:	6-12
Annotation:	This program covers the important elements of good letter writing.
Series Title:	<u>Writing Compositions Lifeskills</u>
Individual Titles:	<u>Organizing the Composition; Constructing the Composition; Revising the Composition: Using Composition Skills</u>
Description of Item and Components:	4 filmstrips, 4 cassettes, 32 skill extenders, teacher's manual
Producer:	SVE
Interest Level:	9-12
Annotation:	This series of filmstrips discusses the writing process.
Series Title:	<u>Writing Fundamentals for the Primaries</u>
Individual Title:	<u>What Makes a Letter?</u>
Description of Item and Components:	Filmstrips and cassette or captioned filmstrip
Producer:	Eye Gate Media
Copyright Date:	n.d.

Objective 1.2.2.1 - Nonprint Resources (continued)

Interest Level:	1-3
Annotation:	The sound filmstrip is part of a series that was designed to help students develop and improve basic writing skills. Everyday situations are shown and students are asked to write about the pictures they see on the screen.
Series Title:	<u>Writing Reports and Letters</u>
Individual Titles:	<u>Paragraphs; Books Reports; Letters: Friendly and Business</u>
Description of Item and Components:	16 activity cards, 4 filmstrips/cassettes
Producer:	BFA
Copyright Date:	1982
Interest Level:	6-9
Annotation:	This set of filmstrips provides simple guidelines for developing paragraphs, book reports, research reports, and friendly and business letters.

WRITING OBJECTIVE 1.2.2.3

The student will write an answer to an invitation.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing letters

NONPRINT RESOURCES:

Series Title:

Disney's Basic Writing Skills Program-Set II

Individual Titles:

Writing Basic Information with Goofy and Jimmy Cricket; Researching a Report with Minnie Mouse and Ludwig Van Drake; Writing a Report with Daisy Duck and Goofy; Expressing and Supporting an Opinion with Mickey and Minnie

Description of Item
and Components:

4 filmstrips, 4 cassettes/records, spirit masters,
36 stick-ons, poster, guide

Producer:

Walt Disney Educational Media Company.

Copyright Date:

1979

Interest Level:

3-6

Annotation:

This set of filmstrips addresses the writing, listening, and organizational skills necessary for effective writing. It focuses on writing clear phone messages, notes, and invitations.

Series Title:

Expressive Writing

Individual Titles:

Letter Writing, 1-2; Letter Writing, 3-4

Description of Item
and Components:

2 cassettes, teacher's guides

Producer:

Educational Reading Services

Copyright Date :

n.d.

Interest Level:

4-7

Annotation:

These cassettes motivate and guide students to develop letter writing skills.

Individual Title:

Let's Write a Letter (Troll Skill Box)

Description of Item
and Components:

9 cassettes 40 duplicating masters, 1 teacher's guide
Educational Reading Services

Producer:

n.d.

Copyright Date:

4-8

Interest Level:

Annotation:

These cassettes teach students how to write business and personal letters, how to use capital letters and punctuation marks, how to write complete sentences and paragraphs, and how to address envelopes.

WRITING OBJECTIVE 1.2.2.4

The student will write a thank you note.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing letters

NONPRINT RESOURCES:

Series Title:
Individual Titles:
Description of Item
and Components:
Producer:
Copyright Date:
Interest Level:
Annotation:

Expressive Writing

Letter Writing, 1-2; Letter Writing, 3-2

2 cassettes, teacher's guide

Educational Reading Services

n.d.

4-7

These cassettes motivate and guide students to develop letter writing skills.

Individual Title:
Description of Item
and Components:
Producer:
Copyright Date:
Interest Level:
Annotation:

Let's Write a Letter (Troll Skill Box)

9 cassettes, 40 duplicating masters, teacher's guide

Educational Reading Services

n.d.

4-8

These cassettes teach students how to write business and personal letters, how to use capital letters and punctuation marks, how to write complete sentences and paragraphs, and how to address envelopes.

WRITING OBJECTIVE 1.2.2.6

The student will write an invitation.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing letters

NONPRINT RESOURCES:

Series Title:

Expressive Writing

Individual Titles:

Letter Writing, 1-2; Letter Writing, 3-4

Description of Item
and Components:

2 cassettes, teacher's guide

Producer:

Educational Reading Services

Copyright Date:

n.d.

Interest Level:

4-7

Annotation:

These cassettes motivate and guide students to develop letter writing skills.

Individual Title:

Let's Write a Letter (Troll Skill Box)

Description of Item
and Components:

9 cassettes, 40 duplicating masters, teacher's guide

Producer:

Educational Reading Services

Copyright Date:

n.d.

Interest Level:

4-8

Annotation:

These cassettes teach students how to write business and personal letters, how to use capital letters and punctuation marks, how to write complete sentences and paragraphs, and how to address envelopes.

WRITING OBJECTIVE 1.2.2.10

The student will write a letter of application for a job.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing letters

PRINT RESOURCES:

Author: Kahn, Charles and Others
Title: My Job Application: A Survival Vocabulary
Copyright Date: 1980
Publisher: Janus
Interest Level: 3-8
Annotation: This book provides step-by-step procedures for filling out job applications, including information about a student's personal history, education, health, and work experience.

NONPRINT RESOURCES:

Series Title: Career English: Communicating on the-Job
Description of Item and Components: 4 filmstrips, 4 cassettes, teacher's guide
Producer: Guidance Associates
Copyright Date: 1978
Interest Level: 9-12
Annotation: Various types of letter writing are discussed, including those dealing with job applications, requests for information, direct sales, collections, and adjustments.

Series Title: Expressive Writing
Individual Titles: Letter Writing, 1-2; Letter Writing, 3-4
Description of Item and Components: 2 cassettes, teacher's guide
Producer: Educational Reading Services
Copyright Date: n.d.
Interest Level: 4-7
Annotation: These cassettes motivate and guide students to develop letter writing skills.

Series Title: Letter Writing Basics
Individual Titles: Part I-Form: Miguel Applies for a Job; Part II-Clarity: Sally Orders a Sweater; Part III-Style: Jeff Says, "Thank You," Part IV-Content: Luisa Makes a Friend

Description of Item and Components: 4 filmstrips, 2 cassettes
Producer: Eye Gate Media
Copyright Date: 1980
Interest Level: 6-12

Objective 1.2.2.10 - Nonprint Resources (continued)

- Annotation: This program covers the important elements of good letter writing.
- Individual Title: Let's Write a Letter (Troll Skill Box)
- Description of Item and Components: 9 cassettes, 40 duplicating masters, teacher's guide
- Producer: Educational Reading Services
- Copyright Date: n.d.
- Interest Level: 4-8
- Annotation: These cassettes teach students how to write business and personal letters, how to use capital letters and punctuation marks, how to write complete sentences paragraphs and how to address envelopes.
- Series Title: New Adventures in Language
- Individual Titles: Learning to Write Letters-Introducing English;
Sentences-A Silly Day With Cecil; Parts of Speech-
Up and Away in a Flying Boat; Nouns-Who's Who in
This Crazy Zoo; Verbs-A Strange New Brother;
Capitalization-Don't Hide in Trees, Please;
Punctuation-There's a Dragon in My Backyard; More
Parts of Speech-Case of Missing Money Bag; More
Sentences-Haunted House Mystery; Grammar Usage-
Let's Give a Show; Punctuation Marks-Melvin Makes
His Mark; Spelling-How Spelling Almost Ruined
Hudville's Little League; Paragraphs-Henry Learns
Something New; Using Reference Materials
- Description of Item and Components: 15 filmstrips
- Producer: Troll
- Copyright Date: 1982
- Interest Level: 2-6
- Annotation: This program is designed to help students build a strong foundation in grammar, punctuation, and composition.
- Series Title: The Scooby-Doo Gang in Help Wanted
- Individual Titles: Part I: Resume: Foot in the Door; Part II:
Interviewing and Applications
- Description of Item and Components: 2 filmstrips, 2 cassettes, teacher's guide
- Producer: Barr Films
- Copyright Date: 1979
- Interest Level: 9-12
- Annotation: This program provides pertinent facts concerning resumes, job interviews, and the filing of an application form.

WRITING OBJECTIVE 1.2.2.11

The student will write a letter of complaint to a company.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing letters

NONPRINT RESOURCES:

Series Title:
Individual Titles:

Basic Writing Skills for Everyday Life
Applying for a Job; Communications on the Job;
Consumer Correspondence; Writing Skillfully

Description of Item
and Components:

4 filmstrips, 4 cassettes/records, teacher's guide, 16
duplicating masters, resource book

Producer:
Copyright Date:

Newsweek Educational Division
1977

Interest Level:
Annotation:

9-12
This program provides a very practical approach
to basic writing skills.

Series Title:
Description of Item
and Components:

Career English: Communicating on the Job

Producer:
Copyright Date:
Interest Level:
Annotation:

4 filmstrips, 4 cassettes, teacher's guide
Guidance Associates
1978
9-12
Various types of letter writing are discussed,
including those dealing with job applications,
requests for information, direct sales, collections,
and adjustments.

Series Title:

Competency Skills: How to Write Letters Asking for
Information

Description of Item
and Components:

2 filmstrips, 2 cassettes, teacher's guide

Producer:
Copyright Date:
Interest Level:
Annotation:

The Center for Humanities
1980
7-10
This program outlines a series of steps in letter
writing. It shows simple letters illustrating
the appropriate form and punctuation for the
heading. Additional examples deal with letters of
complaint and reports.

Series Title:
Individual Titles:

Composition Skills Program
Paragraphs; Reports; Mechanics: Capitalization;
Mechanics: Punctuation; Friendly Letters; Business
Letters

Description of Item
and Components:

263 transparencies

Objective 1.2.2.11 - Nonprint Resources (continued)

Producer: Britannica Instructional Media
Copyright Date: 1980
Interest Level: 7-12
Annotation: These transparencies teach basic skills in writing--developing the paragraph, writing reports, capitalization, punctuation, friendly letters, and business letters.

Series Title: Expressive Writing
Individual Titles: Letter Writing, 1-2; Letter Writing, 3-4
Description of Item and Components: 2 cassettes, teacher's guides
Producer: Educational Reading Services
Copyright Date: n.d.
Interest Level: 4-7
Annotation: These cassettes motivate and guide students to develop letter writing skills.

Series Title: How to Write Letters for Information
Description of Item and Components: 2 filmstrips, 2 cassettes, teacher's guide
Producer: Center for Humanities
Copyright Date: 1979
Interest Level: 7-9
Annotation: This program provides examples of the appropriate form and punctuation for headings, salutations, and closings, while outlining ways to present the body of a letter. Additional examples focus on business letters, letters of complaint, and requests for detailed information.

Individual Title: Let's Write a Letter (Troll Skill Box)
Description of Item and Components: 9 cassettes, 40 duplicating masters, teacher's guide
Producer: Educational Reading Services
Copyright Date: n.d.
Interest Level: 4-8
Annotation: These cassettes teach students how to write business and personal letters, how to use capital letters and punctuation marks, how to write complete sentences and paragraphs, and how to address envelopes.

Series Title: Letter Writing Basics
Individual Titles: Part I-Form: Miguel Applies for a Job; Part II-Clarity: Sally Orders a Sweater; Part III-Style: Jeff Says, "Thank You;" Part IV-Content: Luisa Makes a Friend.

Description of Item and Components: 4 filmstrips, 2 cassettes
Producer: Eye Gate Media
Copyright Date: 1980
Interest Level: 6-12
Annotation: This program covers the important elements of good letter writing.

WRITING OBJECTIVE 1.2.2.13

The student will write a letter of request in business letter form.

GOAL:

To write to respond to the demands and obligation of society

COMPETENCY:

Writing letters

PRINT RESOURCES:

Author: Forbes, Malcom
Title: How to Write a Business Letter
Copyright Date: 1982
Publisher: International Paper Company
Interest Level: 9-12
Annotation: This brochure presents techniques for writing a good letter.

NONPRINT RESOURCES:

Series Title: Building Competency Skills in Writing
Description of Item and Components: 4 filmstrips, 20 copies of text/workbook, 32 spirit masters, teacher's guide
Educational Reading Services
Producer: 1980
Copyright Date: 7-12
Interest Level: This series of filmstrips helps students with the basic writing skills--to fill out forms correctly, to writing a good business letter, and to communicate.
Annotation:

Series Title: Career English: Communicating on the Job
Description of Item and Components: 4 filmstrips, 4 cassettes, teacher's guide
Guidance Associates
Producer: 1978
Copyright Date: 9-12
Interest Level: Various types of letter writing are discussed, including those dealing with job applications, requests for information, direct sales, collections and adjustments.
Annotation:

Series Title: Competency Skills: How to Write Letters Asking for Information
Description of Item and Components: 2 filmstrips, 2 cassettes, teacher's guide
The Center for Humanities
Producer: 1980
Copyright Date: 7-10
Interest Level: This program outlines a series of steps in letter writing. It shows simple letters illustrating the appropriate form and punctuation for the heading. Additional examples deal with letters of complaint and request.
Annotation:

Objective 1.2.2.13 - Nonprint Resources (continued)

- Series Title: Composition Skills Program
 Individual Titles: Paragraphs; Reports; Mechanics; Capitalization; Mechanics: Punctuation; Friendly Letters; Business Letters
- Description of Item and Components: 263 transparencies
 Producer: Britannica Instructional Media
 Copyright Date: 1980
 Interest Level: 7-12
 Annotation: These transparencies teach basic skills in writing-developing the paragraph, writing reports, capitalization, punctuation, friendly letters, and business letters.
- Series Title: Expressive Writing
 Individual Titles: Letter Writing, 1-2; Letter Writing, 3-4
- Description of Item and Components: 2 cassettes, teacher's guide
 Producer: Educational Reading Services
 Copyright Date: n.d.
 Interest Level: 4-7
 Annotation: These cassettes motivate and guide students to develop letter writing skills.
- Series Title: How to Write Letters Asking for Information
- Description of Item and Components: 2 filmstrips, 2 cassettes, teacher's guide
 Producer: The Center for Humanities
 Copyright Date: 1979
 Interest Level: 7-9
 Annotation: This program provides examples of the appropriate form and punctuation for headings, salutations, and closings, while outlining ways to present the body of a letter. Additional examples focus on business letters, letters of complaint, and requests for detailed information.
- Individual Title: Let's Write a Letter (Troll Sill Box)
- Description of Item and Components: 9 cassettes, 40 duplicating masters, teacher's guide
 Producer: Educational Reading Services
 Copyright Date: n.d.
 Interest Level: 4-8
 Annotation: These cassettes teach students how to write business and personal letters, how to use capital letters and punctuation marks, how to write complete sentences and paragraphs, and how to address envelopes.
- Series Title: Writing for Every Day: Survival Skills
- Description of Item and Components: 50 activity cards, spirit worksheets, record sheet guide or teacher's guide
 Producer: Sunburst

Objective 1.2.2.13 - Nonprint Resources (continued)

Copyright Date:	1982
Interest Level:	4-7
Annotation:	This program provides ten units on functional writing skills such as: fill in the blanks, stay in touch, stick to business, word play, for the record, tell the how to's, plan a paper, makes a sales pitch, write to learn, and the writing of reports.
Series Title:	<u>Writing Reports and Letters</u>
Individual Titles:	<u>Paragraphs: Book Reports; Letters: Friendly and Business</u>
Description of Item and Components:	16 activity cards, 4 filmstrips/cassettes
Producer:	BFA
Copyright Date:	1982
Interest Level:	6-9
Annotation:	This set of filmstrips provides simple guidelines for communicating. It covers the areas of developing paragraphs, book reports, research reports, and friendly and business letters.

WRITING OBJECTIVE 1.2.2.14

The student will write a letter of response to a letter received.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing letters

PRINT RESOURCES:

Author: Vonnegut, Kurt
Title: How to Write with Style
Copyright Date: 1982
Publisher: International Paper Company
Interest Level: 9-12
Annotation: Kurt Vonnegut outlines steps for effective writing. His approach is very simple for the average student to follow.

NONPRINT RESOURCES:

Series Title: Building Competency Skills in Writing
Description of Item and Components: 4 filmstrips, 20 copies of text/workbook, 32 spirit masters, teacher's guide
Educational Reading Services
Producer: 1980
Copyright Date: 7-12
Interest Level: This series of filmstrips helps students with the basic writing skills of filling out forms correctly, writing a good business letter, and communicating.
Annotation: Composition Skills Program
Series Title: Paragraphs; Reports; Mechanics: Capitalization; Individual Titles: Mechanics: Punctuation; Friendly Letters; Business Letters
Description of Item and Components: 263 transparencies
Producer: Britannica Instructional Media
Copyright Date: 1980
Interest Level: 7-12
Annotation: These transparencies teach basic skills in writing--developing the paragraph, writing reports, capitalization, punctuation, friendly letters, and business letters.
Series Title: Expressive Writing
Individual Titles: Letter Writing, 1-2; Letter Writing, 3-4
Description of Item and Components: 2 cassettes, teacher's guides
Producer: Educational Reading Services
Copyright Date: n.d.
Interest Level: 4-7
Annotation: These cassettes motivate and guide students to develop letter writing skills.

Objective 1.2.2.14 - Nonprint Resources (continued)

Series Title:
Description of Item
and Components:
Producer:
Copyright Date:
Interest Level:
Annotation:

How to Write Letter for Information

2 filmstrips, 2 cassettes, teacher's guide
The Center for Humanities

1979

7-9

This program provides examples of the appropriate form and punctuation for headings, salutations, and closings, while outlining ways to present the body of a letter. Additional examples focus on business letters, letters of complaint, and requests for detailed information.

Individual Title:
Description of Item
and Components:
Producer:
Copyright Date:
Interest Level:
Annotation:

Let's Write a Letter (Troll Skill Box)

9 cassettes, 40 duplicating masters teacher's guide
Educational Reading Services

n.d.

4-8

These cassettes teach students how to write business and personal letters, how to use capital letters and punctuation marks, how to write complete sentences and paragraphs, and how to address envelopes.

Series Title:
Description of Item
and Components:

Writing for Every Day: Survival Skills

50 activity cards, spirit worksheet, record sheets,
teacher's guide

Sunburst

1982

4-7

Producer:
Copyright Date:
Interest Level:
Annotation:

This program provides ten units on functional writing skills such as: fill in the blanks, stay in touch, stick to business, word play, for the record, tell the how to's plan on paper, make a sales pitch, write to learn, and the writing of reports.

WRITING OBJECTIVE 1.2.3.1

The student will complete financial forms.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

NONPRINT RESOURCES:

- | | |
|-------------------------------------|---|
| Series Title: | <u>Building Competency Skills in Writing</u> |
| Description of Item and Components: | 4 filmstrips, 20 copies of text/workbook, 32 spirit masters, teacher's guide |
| Producer: | Educational Reading Services |
| Copyright Date: | 1980 |
| Interest Level: | 7-12 |
| Annotation: | This series of filmstrips helps students with the basic writing skills of filling out forms correctly, writing good business letters, and communicating. |
| Series Title: | <u>How to Write for Everyday Living</u> |
| Individual Titles: | <u>Writing Organized Lists; Arranging an Address Book; Addressing Envelopes and Labels; Organizing Information- Outlining; Writing Notices; Writing Orders; Filling Out an Application; Filling Out an Employment Form; Writing a Resume; Writing Business Letters; Writing Reports; Completing Change of Address Forms; Applying for Rebates; Sending a Telegram; Writing Directions; Taking Telephone Messages; Writing Classified Advertisements; Registering to Vote; Answering Surveys</u> |
| Description of Item and Components: | 5 cassettes, 10 activity books, teacher's guide |
| Producer: | Educational Activities |
| Copyright Date: | 1982 |
| Interest Level: | 8-12 |
| Annotation: | This program provides the student with skills in writing organized lists, arranging an address book, addressing envelopes and labels, organizing information- outlining, writing notices, writing orders, filling out an application, filling out an employment form, writing a resume, writing business letters, writing reports, completing change of address forms, applying for rebates, sending a telegram, and writing directions. |
| Series Title: | <u>Writing for Every Day: Survival Skills</u> |
| Description of Item and Components: | 50 activity cards, spirit worksheets, record sheets, teacher's guide |
| Producer: | Sunburst |
| Copyright Date: | 1982 |
| Interest Level: | 4-7 |

Objective 1.2.3.1 - Nonprint Resources (continued)

Annotation: This program provides ten units on functional writing skills such as: fill in blanks, stay in touch, stick to business, word play, for the record, tell the how to's, plan on paper, make a sales pitch, write to learn, and the writing of reports.

Series Title: Life Skills: Filling Out Forms and Following Directions

Description of Item and Components: 6 filmstrips, 6 cassettes, teacher's guide

Producer: Guidance Associates

Copyright Date: 1978

Interest Level: 10-12

Annotation: This series of sound filmstrips dramatizes real life situations, and viewers are instructed to complete forms relative to each situation. Forms to be completed include job applications, school applications, a driver's license, a lease for an apartment, a checking account application, and an application for a loan.

WRITING OBJECTIVE 1.2.3.2

The student will complete license forms.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Completing forms

NONPRINT RESOURCES:

Series Title:

Building Competency Skills in Writing

**Description of Item
and Components:**

4 filmstrips, 20 copies of text/workbook, 32 spirit
masters, teacher's guide

Producer:

Educational Reading Services

Copyright Date:

1980

Interest Level:

7-12

Annotation:

This series of filmstrips helps students with the basic
writing skills of filling out forms correctly, writing
a good business letter, and communicating.

Series Title:

Life Skills: Filling Out Forms and Following
Directions

**Description of Item
and Components:**

6 filmstrips, 6 cassettes, teacher's guide

Producer:

Guidance Associates

Copyright Date:

1978

Interest Level:

10-12

Annotation:

In this series of sound filmstrips, real life
situations are dramatized and viewers are instructed
to complete forms relative to each situation. Forms
to be completed include job applications, school
applications, a driver's license application, a
lease for an apartment, a checking account application,
and an application for a loan.

Series Title:

Writing for Every Day: Survival Skills

**Description of Item
and Components:**

50 activity cards, spirit worksheets, record sheets,
teacher's guide

Producer:

Sunburst

Copyright Date:

1982

Interest Level:

4-7

Annotation:

This program provides ten units on functional writing
skills such as: fill in the blanks, stay in touch, stick
to business, word play, for the record, tell the how
to's, plan on paper, make a sales pitch, write to learn,
and the writing of reports.

WRITING OBJECTIVE 1.2.3.3

The student will complete order forms.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Completing forms

NONPRINT RESOURCES:

Series Title:

Building Competency Skills in Writing

**Description of Item
and Components:**

4 filmstrips, 10 copies of text/workbook, 32 spirit
masters, teacher's guide

Producer:

Educational Reading Services

Copyright Date:

1980

Interest Level:

7-12

Annotation:

This series of filmstrips helps students with the basic
writing skills of filling out forms correctly, writing
a good business letter, and communicating.

Series Title:

Life Skills: Filling Out Forms and Following
Directions

**Description of Item
and Components:**

6 filmstrips, 6 cassettes, teacher's guide

Producer:

Guidance Associates

Copyright Date:

1978

Interest Level:

10-12

Annotation:

In this series of sound filmstrips, real life
situations are dramatized and viewers are instructed
to complete forms for each situation. Forms to be
completed include job applications, school applications,
a driver's license application, a lease for an apartment,
a checking account application, and an application
for a loan.

Series Title:

Writing for Every Day: Survival Skills

**Description of Item
and Components:**

50 activity cards, spirit worksheets, record sheets,
teacher's guide

Producer:

Sunburst

Copyright Date:

1982

Interest Level:

4-7

Annotation:

This program provides ten units on functional writing
skills such as: fill in the blanks, stay in touch,
stick to business, word play, for the record, tell
the how to's, plan on paper, make a sales pitch, write
to learn, and the writing of reports.

WRITING OBJECTIVE 1.2.3.4

The student will complete application forms.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Completing forms

PRINT RESOURCES:

Author: Kahn, Charles and Others
Title: My Job Application: A Survival Vocabulary
Copyright Date: 1980
Publisher: Janus
Interest Level: 3-8
Annotation: This book provides step-by-step procedures for filling out job applications including information about a student's personal history, education, health, and work experience.

NONPRINT RESOURCES:

Series Title: Building Competency Skills in Writing
Description of Item and Components: 4 filmstrips, 20 copies of text/workbook, 32 spirit masters, teacher's guide
Producer: Educational Reading Services
Copyright Date: 1980
Interest Level: 7-12
Annotation: This series of filmstrips helps students with the basic writing skills of filling out forms correctly, writing a good business letter, and communicating.

Series Title: Life Skills: Filling Out Forms and Following Directions
Description of Item and Components: 6 filmstrips, 6 cassettes, teacher's guide
Producer: Guidance Associates
Copyright Date: 1978
Interest Level: 10-12
Annotation: In this series of sound filmstrips, real life situations are dramatized and viewers are instructed to complete forms relative to each situation. Forms to be completed include job applications, school applications, a driver's license application, a lease for an apartment, a checking account application, and an application for a loan.

Series Title: Work World
Individual Titles: Getting a Job: Set I Keeping a Job Set II
Description of Item and Components: 4 cassettes, 4 filmstrips, 8 dittos, teacher's guide
Producer: Educational Activities
Copyright Date: 1976

Objective 1.2.3.4 - Nonprint Resources (continued)

Interest Level:	6-8
Annotation:	This program provides information on how to apply for a Social Security Card, how to fill out a job application, and how to read a "want ad." It also covers employment agencies, job interviews, appropriate dress, promptness, and cooperation on the job.
Series Title:	<u>Writing for Every Day: Survival Skills</u>
Description of Item and Components:	50 activity cards, spirit worksheets, record sheets, teacher's guide
Producer:	Sunburst
Copyright Date:	1982
Interest Level:	4-7
Annotation:	This program provides ten units on functional writing skills such as: fill in the blanks, stay in touch, stick to business, word play, for the record, tell the how to's, plan on paper, make a sales pitch, write to learn, and the writing of reports.

WRITING OBJECTIVE 1.2.3.7

The student will complete personal information cards.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Completing forms

PRINT RESOURCES:

Author: Kahn, Charles and Others
Title: My Job Application: A Survival Vocabulary
Copyright Date: 1980
Publisher: Janus Books
Interest Level: 3-8
Annotation: This book provides step-by-step procedures for filling out job applications including information about a student's personal history, education, health, and other work experience.

NONPRINT RESOURCES:

Series Title: Building Competency Skills in Writing
Description of Item and Components: 4 filmstrips, 20 copies of text/workbook, 32 spirit masters, teacher's guide
Producer: Educational Reading Services
Copyright Date: 1980
Interest Level: 7-12
Annotation: This series of filmstrips helps students with the basic writing skills of filling out forms correctly, writing a good business letter, and communicating.

Series Title: Work World
Individual Title: Getting a Job; Set I Keeping a Job; Set II
Description of Item and Components: 4 cassettes, 4 filmstrips, 8 dittos, teacher's guide
Producer: Educational Activities
Copyright Date: 1976
Interest Level: 6-8
Annotation: This program provides information on how to apply for a Social Security Card, how to fill out a job application, and how to read a "want ad." It also covers employment agencies, job interviews, appropriate dress, promptness and cooperation on the job.

Series Title: Writing for Every Day: Survival Skills
Description of Item and Components: 50 activity cards, spirit worksheets, record sheets, teacher's guide
Producer: Sunburst
Copyright Date: 1982

Objective 1.2.3.7 - Nonprint Resources (continued)

Interest Level:

4-7

Annotation:

This program provides ten units on functional writing skills such as; fill in the blanks, stay in touch, stick to business, word play, for the record, tell the how to's, plan on paper, make a sales pitch, write to learn, and the writing of reports.

WRITING OBJECTIVE 1.2.4.1.

The student will write a sentence that makes a statement.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

NONPRINT RESOURCES:

Series Title:

Individual Titles:

Producer:

Copyright Date:

Interest Level:

Annotation:

Adventures in Language Land

Word World; Sentence City; Paragraph Park

Barr

n.d.

2-5

This series is designed to help students understand nouns and verbs and the need for both in complete sentences. The four kinds of sentences are identified and the way sentences are combined in good paragraphs is illustrated.

Series Title:

Individual Titles:

Disney's Basic Writing Skills, Set I

Capitalization with Mickey and Goofy;

End-of-Line Punctuation with Huey;

Writing Sentences with Ludwig Von Drake;

Organizing Paragraphs with Donald and Jimmy Cricket

Description of Item
and Components:

4 filmstrips, 4 record/cassettes, spirit master, 36 stick-ons, poster, teacher's guide
Walt Disney Educational Media Company

Producer:

Copyright Date:

Interest Level:

Annotation:

1979

3-6

This program provides skills in capitalization, end-of-line punctuation, writing sentences, and organizing paragraphs.

Series Title:

Description of Item
and Components:

Producer:

Copyright Date:

Interest Level:

Annotation:

In Your Own Words: Learning to Write

5 filmstrips, 5 cassettes, teacher's guide

The Center for Humanities

1980

7-12

This series of filmstrips explains the four basic kinds of written expression and the planning that precedes writing. It describes how to prepare an outline by gathering facts and determining the main idea.

Objective 1.2.4.1 - Nonprint Resources (continued)

Series Title: Moving Up in Grammar-Capitalization and Punctuation
 Description of Item and Components: 144 5"X8" cards, masters, 16 answer cards, teacher's guide
 Producer: Developmental Learning Materials
 Copyright Date: 1982
 Interest Level: 4-6
 Annotation: This remedial program provides practice in basic capitalization and punctuation skills.

Series Title: Sentence Family
 Individual Title: The Statement
 Description of Item and Components: Filmstrip, cassette
 Producer: Educational Reading Services
 Copyright Date: n.d.
 Interest Level: 4-6
 Annotation: This sound filmstrip is part of a series which was designed to introduce the four different kinds of sentences and to help students develop skills in identifying each type and in writing them. The ultimate aim is to develop skills in effective written communication.

Series Title: Writing Fundamentals for the Primaries
 Individual Titles: What Is a Sentence? What Is a Paragraph? What Is a Description?
 Description of Item and Components: 1 filmstrip, 1 cassette
 Producer: Eye Gate Media
 Copyright Date: n.d.
 Interest Level: 1-3
 Annotation: Writing, reading, and reality are combined in this series which aims to help students improve their writing skills. After looking at pictures of everyday situations which should be familiar to them, students are asked to write about what they saw.

Series Title: Writing Skills: Making Words Work For You
 Individual Titles: Writing: From Assignment to Composition; Communication Skills: Expository Writing; Writing: From Imagination to Expression; The Research Paper Made Easy; From Assignment to Completion

Objective 1.2.4.1 - Nonprint Resources (continued)

Description of Item
and Components:

Producer:

Copyright Date:

Interest Level:

Annotation:

18 filmstrips, 18 cassettes, teacher's guide
The Center for Humanities

1980

7-12

These filmstrips in this series provide
methods for teaching essential writing skills.
They provide a building-block approach to
teaching students how to use the written
word more effectively.

WRITING OBJECTIVE 1.2.4.2

The student will expand sentences by using descriptive words and phrases.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

PRINT RESOURCES:

Author: Bernstein, Joanne E.
Title: Fiddle with a Riddle: Write Your Own Riddles
Copyright Date: 1979
Publisher: E.P. Dutton
Interest Level: 3-5
Annotation: This book discusses eight basic ways of developing riddles, but the writing process is illustrated also.

Author: Cassedy, Sylvia
Title: In Your Own Words: A Beginner's Guide to Writing
Copyright Date: 1979
Publisher: Doubleday
Interest Level: 6-9
Annotation: This book provides basic techniques for creative writing.

Author: Halsey, William D.
Title: The Magic World of Words: A Very First Dictionary
Copyright Date: 1977
Publisher: Macmillan
Interest Level: 6-9
Annotation: This book presents about 1,500 words to enhance reading.

Author: Krensky, Stephen
Title: My First Dictionary
Copyright Date: 1980
Publisher: Houghton
Interest Level: 5-7
Annotation: This book presents over 1,600 main entry words, including the 500 most frequently used in children's reading materials.

Author: Morrison, Bill
Title: Squeeze a Sneeze
Copyright Date: 1977
Publisher: Houghton
Interest Level: 3-4
Annotation: This book helps to develop a feel for words and encourage experimentation.

Author: Randall, Tony
Title: How to Improve Your Vocabulary
Copyright Date: 1982
Publisher: International Paper Company

Objective 1.2.4.2 - Print Resources (continued)

Interest Level: 9-12
Annotation: Tony Randall provides techniques for learning new words.

NONPRINT RESOURCES:

Series Title: Adventures in Language Land
Individual Titles: Word World; Sentence City; Paragraph Park
Description of Item and Components: 3 filmstrips
Producer: Barr
Copyright Date: 1980
Interest Level: 2-5
Annotation: This series is designed to help students understand nouns and the need for both in complete sentences. The four kinds of sentences are identified and the way sentences are combined in good paragraphs is illustrated.

Series Title: Basic Punctuation
Individual Titles: Quotation Marks and the Apostrophe; Periods, Question Marks, and Exclamation Points; Pitch, Stress, and Juncture Commas; Using Punctuation Marks; Using Capital Letters
Description of Item and Components: 6 filmstrips
Producer: United Learning
Copyright Date: 1980
Interest Level: 4-8
Annotation: This program covers the basic rules in punctuation.

Series Title: Gaining Proficiency in English
Individual Titles: Nouns; Verbs; Adjectives; Adverbs; Clauses; Pronouns; Prepositions; Conjunctions; Interjections
Description of Item and Components: 8 cassettes, 150 activity masters, 9 posters, teacher's guide
Producer: Educational Activities
Copyright Date: 1982
Interest Level: 9-12
Annotation: This series of cassettes emphasizes the practical application of grammar.

Series Title: In Your Own Words: Learning to Write
Description of Item and Components: 5 filmstrips, 5 cassettes, teacher's guide
Producer: The Center for Humanities
Copyright Date: 1980
Interest Level: 7-12
Annotation: This series of filmstrips explains the four basic kinds of written expressions and the planning that precedes writing. It describes how to prepare an outline by gathering facts and determining the main idea.

Objective 1.2.4.2 - Nonprint Resources (continued)

- Series Title: Star Words
Individual Title: Discovering Word Meanings Through Context Clues
Description of Item and Components: 2 filmstrips, 2 cassettes, 6 dittos, teacher's guide
Producer: Educational Activities
Copyright Date: 1982
Interest Level: 4-8
Annotation: This series of filmstrips presents unfamiliar words by using synonyms and antonyms as context clues.
- Series Title: Steps to Better Writing
Individual Titles: Writing for Fun; Writing to Explain; Writing a Report
Description of Item and Components: 18 filmstrips, 18 cassettes, teacher's guide
Producer: Nystrom
Copyright Date: 1980
Interest Level: 4-8
Annotation: This series of filmstrips focuses on how to write journals, poems, descriptions, stories, plays, and news items. It explains meanings, comparisons, categorizations, illustrations, and explanations. The student will learn how to select the subject, information gathering, bibliographies, outlining and note-taking, first draft, and final paper.
- Series Title: Think and Write
Individual Titles: Starting Out; Sentences; Simple Paragraphs; Types of Paragraphs; Composition
Description of Item and Components: Duplicating masters, teacher's manual
Producer: Developmental Learning Materials
Copyright Date: 1982
Interest Level: 3-6
Annotation: This program offers the student basic steps in generating, organizing, executing, refining, and communicating ideas into sentences and paragraphs. These skills include selecting and limiting topics through planning, outlining, developing a theme, and writing topic sentences supporting detailed sentences and conclusions.
- Series Title: Understanding the Sentence
Individual Titles: The Verb and the Sentence; Recognizing Phrases; Recognizing Clauses; Kinds of Sentences; Parts of the Sentence or Clause; Using Personal Pronouns; Reflexive, Relative, and Interrogative Pronouns; Making Words Agree
Description of Item and Components: 8 filmstrips
Producer: Britannica Instructional Media
Copyright Date: 1980
Interest Level: 7-12
Annotation: This program focuses on techniques for writing compositions.

Objective 1.2.4.2 - Nonprint Resources (continued)

- Series Title: Writing Fundamentals for the Primaries
Individual Titles: What Is a Sentence?; What Is a Paragraph?; What Is a Description?
Description of Item and Components: Filmstrips and cassettes or captioned filmstrips
Producer: Eye Gate Media
Copyright Date: n.d.
Interest Level: 1-3
Annotation: Writing, reading, and reality are combined in this series which aims to help students improve their writing skills. After looking at pictures of everyday situations which should be familiar to them, students are asked to write about what they saw.
- Series Title: Writing Skills: Making Words Work for You
Individual Titles: Writing: From Assignments to Composition; Communication Skills: Expository Writing; Writing: From Imagination to Expression; The Research Paper Made Easy: From Assignment to Completion
Description of Item and Components: 18 filmstrips, 18 cassettes, teacher's guide
Producer: The Center for Humanities
Copyright Date: 1980
Interest Level: 7-12
Annotation: These filmstrips in this series provide methods for teaching essential writing skills. They provide a building-block approach to teaching students how to use the written word more effectively.

WRITING OBJECTIVE 1.2.4.7

The student will write two or more related sentences on a single topic or idea.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

PRINT RESOURCES:

Author: Cosman, Anna
Title: How to Read and Write Poetry
Copyright Date: 1979
Publisher: Watts
Interest Level: 4-7
Annotation: This book provides an introduction to the writing of poetry.

Author: Kudrna, Imbion
Title: Two-Way Words
Copyright Date: 1980
Publisher: Abingdon
Interest Level: 6-9
Annotation: This picture book explains homophones and homographs.

NONPRINT RESOURCES:

Series Title: Adventures in Language Land
Individual Titles: Word Worlds; Sentence City; Paragraph Park
Description of Item and Components: 3 filmstrips
Producer: Barr
Copyright Date: 1980
Interest Level: 2-5
Annotation: This series is designed to help students understand nouns and verbs and the need for both in complete sentences. The four kinds of sentences are identified and the way sentences are combined in good paragraphs is illustrated.

Series Title: Disney's Basic Writing Skills Program - Set II
Individual Titles: Writing Basic Information with Goofy and Jimmy Cricket; Researching a Report with Minnie Mouse and Ludwig Von Drake; Writing a Report with Daisy Duck and Goofy; Expressing and Supporting an Opinion with Mickey and Minnie

Description of Item and Components: 4 filmstrips, 4 cassettes/records, spirit masters, 36 stick-ons, poster, teacher's guide
Producer: Walt Disney Educational Media Company
Copyright Date: 1979

Objective 1.2.4.7 - Nonprint Resources (continued)

- Interest Level: 3-6
Annotation: This set of filmstrips addresses the writing, listening, and organizational skills necessary for effective writing.
- Series Title: Gaining Proficiency in English
Individual Titles: Nouns; Verbs; Adjectives; Adverbs, Clauses, Pronouns; Prepositions; Conjunctions; Interjections
- Description of Item and Components: 8 cassettes, 150 activity masters, 9 posters, teacher's guide
Producer: Educational Activities
Copyright Date: 1982
Interest Level: 9-12
Annotation: This series of cassettes emphasizes the practical application of grammar.
- Series Title: In Your Own Words: Learning to Write
Description of Item and Components: 5 filmstrips, 5 cassettes, teacher's guide
Producer: The Center for Humanities
Copyright Date: 1980
Interest Level: 7-12
Annotation: This series of filmstrips explains the four basic kinds of written expressions and the planning that precedes writing. It describes how to prepare an outline by gathering facts and determining the main idea.
- Series Title: Moving Up in Grammar - Capitalization and Punctuation
Description of Item and Components: 144 5"x8" cards, masters, 16 answer cards, teacher's guide
Producer: Developmental Learning Materials
Copyright Date: 1982
Interest Level: 4-6
Annotation: This remedial program provides practice in basic capitalization and punctuation skills.
- Series Title: On Location with Grammar
Description of Item and Components: 9 filmstrips, 9 cassettes, teacher's guide
Producer: Guidance Associates
Copyright Date: 1978
Interest Level: 3-6
Annotation: This program explains English usage and helps students with such topics as sentence structure, noun-verb and noun-pronoun agreement in word usage and paragraph construction.

Objective 1.2.4.7 - Nonprint (continued)

- Series Title: Sentences That Work
 Individual Titles: Part I - Down to Basics; Part II - Building Better Sentences; Part III - Room for Improvement; Part IV What's Wrong Here?
 Description of Item and Components: 4 filmstrips, 4 cassettes, teacher's guide
 Producer: January Productions
 Copyright Date: 1981
 Interest Level: 4-7
 Annotation: This series of filmstrips defines sentence structure and writing fundamentals for good paragraphs.
- Series Title: Techniques of Paragraph Writing
 Individual Titles: Planning a Paragraph and Creating a Topic Sentence; Methods of Developing a Paragraph; Methods of Organizing a Paragraph I; Methods of Organizing a Paragraph II
 Description of Item and Components: 4 filmstrips
 Producer: Eye Gate Media
 Copyright Date: n.d.
 Interest Level: 8-12
 Annotation: This series is designed to help students improve their writing ability. It helps them focus on what they want to say and how to say it best.
- Series Title: Techniques of Theme Writing
 Individual Titles: Methods of Beginning a Theme; Methods of Arranging Paragraphs in a Theme; Traditional Devices in the Theme; Methods of Ending a Theme
 Description of Item and Components: 4 filmstrips and 2 cassettes or 4 filmstrips and 2 records
 Producer: Eye Gate Media
 Copyright Date: n.d.
 Interest Level: 7-12
 Annotation: If students follow the suggestions given in this series, their theme papers should be more skillfully composed and communicate more effectively to readers.
- Series Title: Think and Write
 Individual Titles: Starting Out; Sentences; Simple Paragraphs; Types of Paragraphs; Composition
 Description of Items and Components: Duplicating masters, teacher's manual
 Producer: Developmental Learning Materials
 Copyright Date: 1982
 Interest Level: 3-6
 Annotation: This program offers the student basic steps in generating, organizing, executing, referencing, and communicating ideas into sentences and paragraphs. These

Objective 1.2.4.7 - Nonprint (continued)

skills include selecting and limiting topics through planning, outlining, developing a theme, and writing topic sentences supporting detailed sentences and conclusions.

Series Title: Understanding the Sentence
Individual Titles: The Verb and the Sentence; Recognizing Phrases; Recognizing Clauses; Kinds of Sentences; Parts of the Sentence or Clause; Using Personal Pronouns; Reflexive, Relative, and Interrogative Pronouns; Making Words Agree
Description of Item and Components: 8 filmstrips
Producer: Britannica Instructional Media
Copyright Date: 1980
Interest Level: 7-12
Annotation: This program focuses on techniques for developing good compositions by describing various grammatical situations.

Series Title: Writing a Report
Individual Titles: I've Got An Idea!; Where Do I Go From Here?; What's Your Point?; Polishing It Up?
Description of Item and Components: 4 filmstrips, 4 cassettes, 4 teacher's guides
Producer: January Productions
Copyright Date: 1981
Interest Level: 4-7
Annotation: This series of filmstrips explains the need for revising a report, paying special attention to structure, different grammar rules, spelling, punctuation, tired words, and other demands.

Series Title: Writing Fundamentals for the Primaries
Individual Titles: What Is a Sentence?; What Is a Paragraph? What Is a Description
Description of Item and Components: Filmstrips and cassettes or captioned filmstrips
Producer: Eye Gate Media
Copyright Date: n.d.
Interest Level: 1-3
Annotation: Writing, reading, and reality are combined in this series to help students improve their writing skills. After looking at pictures of everyday situations which should be familiar to them, students are asked to write about what they saw.

Series Title: Writing: Let's Begin
Individual Titles: Finding An Idea; Putting Ideas in Order
Description of Item and Components: 2 filmstrips, 2 cassettes/records, teacher's guides

Objective 1.2.4.7 - Nonprint (continued)

Producer:	Guidance Associates
Copyright Date:	1979
Interest Level:	1-3
Annotation:	This program introduces students to basic writing techniques.
Series Title:	<u>Writing Skills: Making Words Work for You</u>
Individual Titles:	<u>Writing: From Assignment to Composition; Communication Skills: Expository Writing; Writing: From Imagination to Expression; The Research Paper Made Easy: From Assignment to Completion</u>
Description of Item and Components:	18 filmstrips, 18 cassettes, teacher's guide
Producer:	The Center for Humanities
Copyright Date:	1980
Interest Level:	7-12
Annotation:	These filmstrips provide methods for teaching essential writing skills. They provide a building-block approach to teaching students how to use the written word more effectively.

WRITING OBJECTIVE 1.2.4.16

The student will write a paragraph that is developed through narration.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

PRINT RESOURCES:

Author:	Weiss, Anne E.
Title:	<u>News or Not? Facts and Feelings on the News Media</u>
Copyright Date:	1977
Publisher:	Dutton
Interest Level:	6-9
Annotation:	This book explains news gathering and techniques for developing a good article.

NONPRINT RESOURCES:

Series Title:	<u>Adventures in Language Land</u>
Individual Titles:	<u>Word World; Sentence City; Paragraph Park</u>
Description of Item and Components:	3 filmstrips
Producer:	Barr
Copyright Date:	1980
Interest Level:	2-5
Annotation:	This series is designed to help students understand nouns and verbs and the need for both in complete sentences. The four kinds of sentences are identified and the way sentences are combined in good paragraphs is illustrated.

Series Title:	<u>Expressive Writing</u>
Individual Title:	<u>Story Writing</u>
Description of Item and Components:	Cassette, teacher's guide
Producer:	Educational Reading Services
Copyright Date:	n.d.
Interest Level:	4-7
Annotation:	The aim of this programmed instructional unit is to help students develop their skills.

Series Title:	<u>In Your Own Words: Learning to Write</u>
Description of Item and Components:	5 filmstrips, 5 cassettes, teacher's guide
Producer:	The Center for Humanities
Copyright Date:	1980
Interest Level:	7-12
Annotation:	This series of filmstrips explains the four basic kinds of written expressions and the planning that precedes writing. It describes how to prepare an outline by gathering facts and determining the main idea.

Objective 1.2.4.16 - Nonprint (continued)

- Series Title: Learning More - Scoring Higher
Description of Item and Components: 2 filmstrips, 2 cassettes, teacher's guide, duplicating masters
Producer: Listening Library
Copyright Date: 1981
Interest Level: 1-6
Annotation: This filmstrip program introduces students to choosing a research topic, how to organize research, using the library, how to take notes, and how to make an outline.
- Series Title: On Location with Grammar
Description of Item and Components: 9 filmstrips, 9 cassettes, teacher's guide
Producer: Guidance Associates
Copyright Date: 1978
Interest Level: 3-6
Annotation: This program explains English usage and helps students with such topics as sentence structure, noun-verb and noun-pronoun agreement in word usage, and paragraph construction.
- Series Title: Techniques of Paragraph Writing
Individual Titles: Planning a Paragraph and Creating a Topic Sentence;
Methods of Developing a Paragraph; Methods of
Organizing a Paragraph I; Methods of Organizing a
Paragraph II
Description of Item and Components: 4 filmstrips
Producer: Eye Gate Media
Copyright Date: n.d.
Interest Level: 8-12
Annotation: Designed to help students improve their writing ability, this series helps them focus on what they want to say and how to say it best.
- Series Title: Understanding the Sentence
Individual Titles: The Verb and the Sentence; Recognizing Phrases;
Recognizing Clauses; Kinds of Sentences; Parts of
the Sentence or Clause; Using Personal Pronouns;
Reflexive, Relative, and Interrogative Pronouns;
Making Words Agree
Description of Item and Components: 8 filmstrips
Producer: Britannica Instructional Media
Copyright Date: 1980
Interest Level: 7-12
Annotation: This program focuses on techniques for writing compositions.

Objective 1.2.4.16 - Nonprint (continued)

- Series Title: Writing Compositions Lifeskills
 Individual Titles: Organizing the Composition; Constructing the Composition; Revising the Composition; Using Composition Skills
- Description of Item and Components: 4 filmstrips, 4 cassettes, 32 skill extenders, teacher's manual
 Producer: SVE
 Copyright Date: 1981
 Interest Level: 9-12
 Annotation: This series of filmstrips explain the various forms of writing: essay exams, letters, and applications.
- Series Title: Writing Fundamentals for the Primaries
 Individual Titles: What Is a Sentence?; What Is a Paragraph?; What Is a Description
- Description of Item and Components: Filmstrips and cassettes or captioned filmstrips
 Producer: Eye Gate Media
 Copyright Date: n.d.
 Interest Level: 1-3
 Annotation: Writing, reading, and reality are combined in this series which aims to help students improve their writing skills. After looking at pictures of everyday situations which should be familiar to them students are asked to write about what they saw.
- Series Title: Writing Skills: Making Words Work for You
 Individual Titles: Writing: From Assignment to Composition; Communication Skills: Expository Writing; Writing: From Imagination to Expression; The Research Paper Made Easy: From Assignment to Completion
- Description of Item and Components: 18 filmstrips, 18 cassettes, teacher's guide
 Producer: The Center for Humanities
 Copyright Date: 1980
 Interest Level: 7-12
 Annotation: These filmstrips provide methods for teaching essential writing skills. They provide a building-block approach to teaching students how to use the written word more effectively.

WRITING OBJECTIVE 1.2.4.17

The student will write two or more related sentences on a single topic or idea

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

PRINT RESOURCES:

Author: Callihan, E.L.
Title: Grammar for Journalists
Copyright Date: 1979
Publisher: Chilton
Interest Level: 10-12
Annotation: This book presents correct grammatical usage, good sentence structure, punctuation, and spelling for good paragraph writing.

Author: Lyman, Nanci A.
Title: The School Newspaper: How It Works: How to Write for It
Copyright Date: 1973
Publisher: Watts
Interest Level: 6-8
Annotation: This book explains the parts of the newspaper.

NONPRINT RESOURCES:

Series Title: Guide to Writing a Research Paper
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: Library Filmstrip Center
Copyright Date: 1977
Interest Level: 9-12
Annotation: This filmstrip presents the basic elements on how to write a term paper such as choosing and narrowing a topic, finding sources of information, analyzing material found in books, note-taking, making an outline, and writing the first draft.

Series Title: I Can Write An Outline
Individual Titles: Part I-Planning Ahead; Part II-Inside the Outline
Description of Item and Components: 2 filmstrips, 2 cassettes/records, 27 spirit master worksheets, teacher's guide
Producer: Sunburst
Copyright Date: 1979
Interest Level: 4-6
Annotation: This series of filmstrips teaches the important skills of planning and outlining an expository report.

Objective 1.2.4.17 - Nonprint Resources (continued)

- Series Title: I Can Write A Paragraph
 Individual Titles: Part I-What is a Paragraph? Part II-Inside a Paragraph
 Description of Item and Components: 2 filmstrips, 2 cassettes, records, 28 spirit master worksheets, teacher's guide
 Producer: Sunburst
 Copyright Date: 1978
 Interest Level: 4-6
 Annotation: This series of filmstrips teaches the techniques of idea organization and development in all aspects of paragraph construction.
- Series Title: Moving Up In Grammar - Capitalization and Punctuation
 Description of Item and Components: 144 5"x8" cards, masters, 16 answer cards, teacher's guide
 Producer: Developmental Learning Materials
 Copyright Date: 1982
 Interest Level: 4-6
 Annotation: This remedial program provides practice in basic capitalization and punctuation skills.
- Series Title: In Your Own Words: Learning to Write
 Description of Item and Components: 5 films, 5 cassettes, teacher's guide
 Producer: Guidance Associates
 Copyright Date: 1977
 Interest Level: 9-12
 Annotation: This series emphasizes the planning that precedes writing, the process of writing paragraphs, and ways of making one's writing more effective.
- Series Title: On Location with Grammar
 Description of Item and Components: 9 filmstrips, 9 cassettes, teacher's guide
 Producer: Guidance Associates
 Copyright Date: 1978
 Interest Level: 3-6
 Annotation: This program explains English usage and helps students with such topics as sentence structure, noun-verb and noun-pronoun agreement in word usage, and paragraph construction.
- Series Title: Organizing Your Writing
 Individual Titles: The Five Steps in Writing a Composition; Outlining a Written Composition; The Main Parts of a Written Composition; The Introduction of a Written Composition; The Body of a Written Composition; The Patterns of Paragraphs; Making Transition in a Written Composition

Objective 1.2.4.17 - Nonprint Resources (continued)

Description of Item and Components: 8 filmstrips
Producer: Britannica Instructional Media
Copyright Date: 1979
Interest Level: 8-12
Annotation: This series of filmstrips provides practical experience in writing compositions and paragraphs.

Series Title: Sentence Sense
Description of Item and Components: 4 cassettes, activity books, dittos, teacher's guide
Producer: Educational Activity
Copyright Date: 1982
Interest Level: 4-6
Annotation: This series of cassettes helps the student write sentences correctly using the root or kernel of a sentence as the structure. Special attention is given to subject/verb agreement, tense change, and pronouns.

Series Title: Writing Basics: The Effective Paragraph
Individual Titles: Part I-The Two Ingredients; Part II-Developing a Paragraph; Part III-Order and Coherence

Description of Item and Components: 3 filmstrips; 3 cassettes/records, 32 spirit master worksheets, teacher's guide
Producer: Sunburst
Copyright Date: 1979
Interest Level: 6-9
Annotation: This series of filmstrips teaches the function and structure of the paragraph.

WRITING OBJECTIVE 1.2.4.18

The student will write a paragraph in response to a question.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

NONPRINT RESOURCES:

Series Title:	Punctuation:
Individual Title:	<u>The Gentle Art of Punctuation-The Basics</u>
Description of Item and Components:	2 filmstrips, 2 cassettes, 6 dittos, teacher's guide
Producer:	Educational Activities
Copyright Date:	1976
Interest Level:	4-8
Annotation:	The period, comma, exclamation point, question mark, colon, and quotation marks are explained.

Series Title:	<u>Basic Punctuation</u>
Individual Titles:	<u>Quotation Marks and the Apostrophe; Period, Question Marks and Exclamation Points, Pitch, Stress and Juncture Commas; Using Punctuation Marks; Using Capital Letters</u>

Description of Item and Components:	6 filmstrips
Producer:	United Learning
Copyright Date:	1980
Interest Level:	4-8
Annotation:	This program covers the basic rules of punctuation.

Series Title:	<u>Understanding the Sentence</u>
Individual Titles:	<u>The Verb and the Sentence; Recognizing Phrases; Recognizing Clauses; Kinds of Sentences; Parts of The Sentence or Clause; Using Personal Pronouns; Reflexive and Interrogative; Pronouns; Making Words Agree</u>

Description of Item and Components:	8 filmstrips
Producer:	Britannica Instructional Media
Copyright Date:	1980
Interest Level:	7-12
Annotation:	This program focuses on techniques for writing compositions.

WRITING OBJECTIVE 1.2.4.19

The student will write a paragraph that describes a person, place or object.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

NONPRINT RESOURCES:

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|-------------------------------------|--|
| Series Title: | <u>Basic Punctuation</u> |
| Individual Titles: | <u>Quotation Marks and the Apostrophe; Periods, Question Marks and Exclamation Points; Pitch, Stress and Juncture Commas; Using Punctuation Marks; Using Capital Letters</u> |
| Description of Item and Components: | 6 filmstrips |
| Producer: | United Learning |
| Copyright Date: | 1980 |
| Interest Level: | 4-8 |
| Annotation: | This program covers the basic rules of punctuation. |
| Series Title: | <u>Capitalization</u> |
| Individual Title: | <u>Capital Letters...and How to Use Them</u> |
| Description of Item and Components: | 2 filmstrips, 2 cassettes, 6 dittos, teacher's guide |
| Producer: | Educational Activities |
| Copyright Date: | 1982 |
| Interest Level: | 4-8 |
| Annotation: | This series of filmstrips emphasis correct usage of capital letters. Applications cover names, places, beginning sentences, quotations, addresses, titles, letters, and other specifics. |
| Series Title: | <u>Discovering New Words</u> |
| Individual Titles: | <u>How It Moves; How It Looks; How It Feels; How It Sounds; Names of Things; Kinds of People.</u> |
| Description of Item and Components: | 6 filmstrips, 3 cassettes |
| Producer: | Troll |
| Copyright Date: | 1982 |
| Interest Level: | 4-6 |
| Annotation: | This series of filmstrips presents students with a rich variety of words that describe people, places, and events. |

Objective 1.2.4.19 - Nonprint Resources (continued)

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|-------------------------------------|--|
| Series Title: | <u>Punctuation and Capitalization</u> |
| Individual Titles: | <u>End Punctuation; Comma and Semicolon; Main Uses; Comma; Secondary Uses; Colon, Dash; Parentheses, and Brackets; Apostrophe and Hyphen; Quotation Marks and Italics; Capitalization</u> |
| Description of Item and Components: | 7 filmstrips |
| Producer: | Britannica Instructional Media |
| Copyright Date: | 1980 |
| Interest Level: | 1-12 |
| Annotation: | These filmstrips provide basic rules for correct punctuation and capitalization. |
| Series Title: | <u>Touching the Basics in English-Unit 1</u> |
| Individual Titles: | <u>Nouns; Pronouns; Verbs; Adjectives; Adverbs; Homonyms and Homographs; Synonyms and Antonyms; Prepositions; Abbreviations and Contractions; Recognizing Sentences Unit II; Using Negatives; More About Pronouns; Comparative Adjectives; Comparative Adverbs; Conjunctions and Compound Sentences; Subjects and Predicates; Prefixes; Finding Information; Listening; Suffixes</u> |
| Description of Item and Components: | 40 lessons (10 cassettes), |
| Producer: | Educational Activities |
| Copyright Date: | 1982 |
| Interest Level: | 3-6 |
| Annotation: | This series of cassettes introduces and reinforces a single concept such as the noun, pronoun, verb. |
| Series Title: | <u>Understanding the Sentence</u> |
| Individual Titles: | <u>The Verb and the Sentence; Recognizing Phrases</u> |
| Description of Item and Components: | 8 filmstrips |
| Producer: | Britannica Instructional Media |
| Copyright Date: | 1980 |
| Interest Level: | 7-12 |
| Annotation: | This program focuses on techniques for writing compositions. |
| Series Title: | <u>The Writer's Craft</u> |
| Description of Item and Components: | 90 cards, teacher's guide |
| Producer: | Science Research Associates |
| Copyright Date: | 1980 |
| Interest Level: | 5-7 |
| Annotation: | This program provides techniques for building sentences. |

Objective 1.2.4.19 - Nonprint Resources (continued)

- Series Title: Expressive Writing
Individual Title: Descriptive Writing
Description of Item and Components: Cassette, teacher's guide
Interest Level: 4-7
Annotation: Dramatized situations motivate students to practice writing skills. Writing creatively as well as writing for everyday practical purposes is addressed.
- Series Title: Gaining Proficiency in English
Description of Item and Components: 8 cassettes, 150 activity masters, 9 posters, teacher's guide
Copyright Date: 1982
Interest Level: 7-12
Annotation: This program emphasizes the function and practical application of grammar, nouns, verbs, adjectives, adverbs, clauses, pronouns, prepositions, conjunctions, and interjections.
- Series Title: Getting Ready to Write Creatively
Individual Titles: Describing Objects; Describing People; Describing Actions; Putting It All Together; A Good Story, Using Real Experiences; A Good Story, Using Your Imagination
Description of Item and Components: 6 filmstrips, 6 cassettes
Producer: Troll
Copyright Date: 1982
Interest Level: 2-5
Annotation: This program provides clues to writing about people, objects, actions, and emotions in paragraph form.
- Series Title: Let's Write Descriptively
Individual Titles: Describing Smell; Describing How It Tastes; Describing How It Feels; Putting your Senses to Work, Taking a Good Look Around You; Listening for Details.
Description of Item and Components: 6 filmstrips, 6 cassettes
Producer: Educational Reading Services
Copyright Date: n.d.
Interest Level: 4-6
Annotation: This series was designed to help young writers develop the ability to observe and absorb detail data and impressions and to translate that information into good descriptive writing.

Objective 1.2.4.19 - Nonprint Resources (continued)

Series Title:	<u>What Fundamentals for the Primaries</u>
Individual Titles:	<u>What Is a Sentence? What Is a Paragraph?</u> <u>What Is a Description?</u>
Description of Item and Components:	3 filmstrips, 3 cassettes
Producer:	Eye Gate Media
Copyright Date:	1980
Interest Level:	1-3
Annotation:	Writing, reading and reality are combined in this series to help students improve their writing skills. After looking at pictures of everyday situations which should be familiar to them, students are asked to write about what they saw.

WRITING OBJECTIVE 1.2.4.20

The student will write a paragraph to summarize ideas read or heard.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

PRINT RESOURCES:

Author: Thompson, Edward T.
Title: How to Write Clearly
Copyright Date: 1982
Publisher: International Paper Company
Interest Level: 9-12
Annotation: Techniques for writing clearly are outlined in this paper.

NONPRINT RESOURCES:

Series Title: Basic Punctuation
Individual Titles: Quotation Marks and the Apostrophe; Periods, Quotation Marks and Exclamation Points; Pitch, Stress and Juncture Commas; Using Punctuation Marks; Using Capital Letters

Description of Item and Components: 6 filmstrips
Producer: United Learning
Copyright Date: 1980
Interest Level: 4-8
Annotation: This program covers the basic rules of punctuation.

Series Title: Cognitive Challenges in Language Arts
Description of Item and Components: 3 cassettes, 60 activity masters, teacher's guide
Producer: Educational Activities
Copyright Date: 1982
Interest Level: 4-8
Annotation: This program is designed to enrich the students' interests, vocabularies, listening skills, creative writing, and reading skills through both structured and open-ended activities.

Series Title: Disney's Reading Comprehension Program-Set 1
Individual Titles: The Main Idea; Getting Organized; Sequence; Following Directions
Description of Item and Components: 36 cardboard bookmarks, teacher's guide
Producer: Walt Disney Educational Media Company
Copyright Date: 1977
Interest Level: 2-5

Objective 1.2.4.20 - Nonprint Resources (continued)

- Annotation: This series of filmstrips provides techniques for teaching ~~expository~~ writing. It covers developing a main idea, getting organized, identifying events in their proper sequence, and following directions.
- Series Title: Expressive Writing
Individual Title: News Reporting; Reporting
Description of Item and Components: Cassettes, teacher's guides
Producer: Educational Reading Services
Copyright Date: n.d.
Interest Level: 4-7
Annotation: This series is designed to help motivate and guide students to develop skills in practical and creative writing. These programs provide structured experiences in writing single paragraphs and/or stories.
- Series Title: Guide to Writing a Research Paper
Description of Item and Components: 1 filmstrip, 1 cassette
Producer: Library Filmstrip Center
Copyright Date: 1977
Interest Level: 9-12
Annotation: This filmstrip presents the basic elements of how to write a term paper such as choosing and narrowing a topic, finding sources of information, analyzing material found in books, note-taking, making an outline, and writing the first draft.
- Series Title: I Can Write a Paragraph
Individual Titles: Part I-What is a Paragraph?
Part II- Inside a Paragraph
Description of Item and Components: 2 filmstrips, 2 cassettes/records, 28 spirit-masters, worksheets, teacher's guide
Producer: Sunburst
Copyright Date: 1978
Interest Level: 4-6
Annotation: This series of filmstrips teaches the techniques of idea organization and development in all aspects of paragraph construction.
- Series Title: In Your Own Words: Learning to Write
Description of Item and Components: 5 filmstrips, 5 cassettes, teacher's guide
Producer: The Center for Humanities
Copyright Date: 1980
Interest Level: 7-12

Objective 1.2.4.20 - Nonprint Resources (continued)

- Annotation: This series of filmstrips explains the four basic kinds of written expressions and the planning that precedes writing. It describes how to prepare an outline by gathering facts and determining the main idea.
- Series Title: Punctuation
Individual Titles: Creative Punctuation; Getting Your Point Across
Description of Item and Components: 2 filmstrips, 2 cassettes, 6 dittos, teacher's guide
Producer: Educational Activities
Copyright Date: 1976
Interest Level: 4-8
Annotation: This series of filmstrips teaches how to write a paragraph, how to emphasize, and how to use punctuation imaginatively. The uses of the semicolon, hyphen, suspension dots (ellipsis), apostrophe (contractions and possessives), and parentheses are explained.
- Series Title: Punctuation
Individual Title: The Gentle Art of Punctuation-The Basics
Description of Item and Components: 2 filmstrips, 2 cassettes, 6 dittos, teacher's guide
Producer: Educational Activities
Copyright Date: 1982
Interest Level: 4-8
Annotation: The period, comma, exclamation point, question mark, colon, and quotation marks are explained.
- Series Title: Think and Write
Individual Titles: Starting Out; Sentences; Simple Paragraphs; Types of Paragraphs; Composition
Description of Item and Components: Duplicating masters, teacher's manual
Producer: Developmental Learning Materials
Copyright Date: 1982
Interest Level: 3-6
Annotation: This program offers the student the basic steps in generating, organizing, executing, refining, and communicating ideas into sentences and paragraphs. These skills include selecting and limiting topics through planning, outlining, developing a theme, and writing topic sentences supporting detailed sentence conclusions.

Objective 1.2.4.20 - Nonprint Resources (continued)

Series Title: Write for a Reason
 Description of Item and Components: 2 filmstrips, 2 cassettes, 4 dittos, teacher's guide
 Producer: Educational Activities
 Copyright Date: 1982
 Interest Level: 8-12
 Annotation: This series of filmstrips presents teaching strategies for writing paragraphs.

Series Title: Writing Basics: The Effective Paragraph
 Individual Titles: Part I-The Two Ingredients; Part II- Developing a Paragraph; Part III-Order and Coherence
 Description of Item and Components: 3 filmstrips, 3 cassettes/records, 32 spirit-master worksheets, teacher's guide
 Producer: Sunburst
 Copyright Date: 1979
 Interest Level: 6-9
 Annotation: This series of filmstrips teaches the function and structure of the paragraph.

Series Title: Writing Compositions Lifeskills
 Individual Titles: Organizing the Composition; Constructing the Composition; Revising the Composition; Using Composition Skills
 Description of Item and Components: 4 filmstrips, 4 cassettes, 32 skill extenders, teacher's manual
 Producer: D V E
 Copyright Date: 1981
 Interest Level: 9-12
 Annotation: This series of filmstrips guides the student through each phases of the writing process: doing research, developing a theme and thesis statement, outlining, writing good paragraphs, revising for grammar, punctuation, and sense. These skills are explained in the various forms of writing: essay exams, letters, and applications.

Series Title: Writing Sense
 Individual Titles: Being Yourself-On Paper; Making a Subject Your Own; Sharpening Your Sentence Sense; Organizing Your Ideas into Paragraphs; Giving Dimensions to Your Paragraphs; Keeping Your Reader on the Track
 Description of Item and Components: 6 filmstrips, 6 cassettes/records, 12 spirit masters, teacher's guide
 Producer: Coronet Instructional Media Company
 Copyright Date: 1978
 Interest Level: 7-12
 Annotation: This series of filmstrips provides very practical techniques for successful writing.

Objective 1.2.4.20 - Nonprint Resources (continued)

Series Title:	<u>Writing Skills: Making Words Work for You</u>
Individual Titles:	<u>Writing: From Assignment to Composition;</u> <u>Communication Skills: Expository Writing;</u> <u>Writing: From Imagination to Expression;</u> <u>The Research Paper Made Easy: From Assignment</u> <u>to Completion.</u>
Description of Item and Components:	18 filmstrips, 18 cassettes, teacher's guide
Producer:	The Center for Humanities
Copyright Date:	1980
Interest Level:	7-12
Annotation:	These filmstrips provide methods for teaching essential writing skills. They provide a building-block approach to teaching students how to use the written word more effectively.

WRITING OBJECTIVE 1.2.4.40

The student will write a sentence that asks a question.

GOAL:

To write to respond to the demands and obligations of society.

COMPETENCY:

Writing sentences and coherent paragraphs

NONPRINT RESOURCES:

Series Title: Adventures in Language Land
Individual Titles: Word World; Sentence City; Paragraph Park
Producer: Barr
Copyright Date: n.d.
Interest Level: 2-5
Annotation: This series is designed to help students understand nouns and verbs and the need for both in complete sentences. The four kinds of sentences are identified and the way sentences are combined in good paragraphs is illustrated.

Series Title: Basic Punctuation
Individual Titles: Quotation Marks and the Apostrophe; Periods, Question Marks and Exclamation Points; Pitch, Stress and Juncture Commas; Using Punctuation Marks; Using Capital Letters

Description of Item and Components: 6 filmstrips
Producer: United Learning
Copyright Date: 1980
Interest Level: 4-8
Annotation: This program covers the basic rules of punctuation.

Series Title: Sentence Family
Individual Title: The Question
Description of Item and Components: Filmstrip, cassette
Producer: Educational Reading Services
Copyright Date: n.d.
Interest Level: 4-6
Annotation: This sound filmstrip is part of a series designed to introduce the different kinds of sentences and to help students develop skills in identifying each type and in writing them. The ultimate aim is to develop skills in effective written communication.

WRITING OBJECTIVE 1.2.4.41

The student will write a sentence that expresses a strong feeling.

GOAL:

To write a respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

NONPRINT RESOURCES:

Series Title: Basic Punctuation
Individual Titles: Quotation Marks and the Apostrophe; Periods
Question Marks and Exclamation Points
Pitch, Stress and Juncture Commas;
Using Punctuation Marks; Using Capital Letters

Description of Item
and Components:

6 filmstrips

Producer:

United Learning

Copyright Date:

1980

Interest Level:

4-8

Annotation:

This program covers the basic rules in punctuation.

Series Title:

Sentence Family

Individual Title:

The Exclamatory

Description of Item
and Components:

Filmstrip, cassette

Producer:

Educational Reading Services

Copyright Date:

n.d.

Interest Level:

4-6

Annotation:

This sound filmstrip is part of a series designed to introduce the difference kinds of sentences and to help students develop skill in identifying each type and in writing them. The ultimate aim is to develop skills in effective written communication.

Series Title:

Writing for Fun

Individual Titles:

Part I: Keeping a Journal

Part II: Writing a Poem; Part III: Describing a Person; Part IV: Telling a Story; Part V:

Doing Plays and Skits; Part VI: Reporting the News

Description of Item
and Components:

6 filmstrips, 6 cassettes, teacher's guide,
12 copymaster sheets

Producer:

Nystrom

Copyright Date:

1980

Interest Level:

1-6

Objective 1.2.4.41 - Nonprint Resources (continued)

Annotation:

This series of filmstrips provides basic writing skills in six different literary forms such as a journal, poetry, character sketches, narratives, skits and plays, and stories.

WRITING OBJECTIVE 1.2.4.43

The student will write sentences using a variety of sentence structures.

GOAL:

To write to respond to the demands and obligations of society

COMPETENCY:

Writing sentences and coherent paragraphs

PRINT RESOURCES:

Author: Banchek, Linda
Title: Snake In, Snake Out
Copyright Date: 1978
Publisher: Crowell
Interest Level: 6-9
Annotation: Through the use of a snake and parrot, the author presents prepositions and provide fun in reading utilizing prepositions.

Author: Basil, Cynthia
Title: Breakfast in the Afternoon
Copyright Date: 1979
Publisher: William Morrow
Interest Level: 7-10
Annotation: A guessing game is used to present compound words.

Author: Blos, Joan W.
Title: A Gathering of Days; A New England Girl Journal, 1830-32
Copyright Date: 1979
Publisher: Scribner
Interest Level: 5-6
Annotation: Catherine Cabot, a 13-year-old girl, starts her journal and keeps it for several months during some important growing up times for her.

Author: Brancato, Robin
Title: Winning
Copyright Date: 1977
Publisher: Knopf
Interest Level: 1-3
Annotation: This is the story of Gary Madden who finds solace and an emotional outlet in keeping a journal after he suffers from a spinal injury and is unable to continue his high school athletics or even to walk.

Objective 1.2.4.43 - Print Resources (continued)

Author: Conford, Ellen
Title: We Interrupt This Semester for an Important Bulletin
Copyright Date: 1979
Publisher: Little, Brown
Annotation: This is the story of Carrie Wasserman, a high school sophomore, who is the Features Editor of the school newspaper. Carrie and others learn the hard way about the importance of responsible journalism.

Author: Hanson, Joan
Title: Plurals
Copyright Date: 1979
Publisher: Lerner
Interest Level: 7-10
Annotation: This book explains the rules for forming plurals. Examples of the singular form are on the left page of the book and the plurals on the right.

Author: Murphy, Shirley Rousseau
Title: Poor Jenny, Bright As a Penny
Copyright Date: 1974
Publisher: Viking
Annotation: This is the story of Jenny who lives in abject poverty with her mother and Lud, but who turns to her notebook to create beauty wherever she is or to write of her intense emotions.

NONPRINT RESOURCES:

Series Title: Bamm-Bamm Tackles a Term Paper
Individual Titles: Part I: Research; Part II: Organization;
Part III: Writing
Description of Item and Components: 3 filmstrips, 3 cassettes, teacher's guide
Producer: Barr Films
Copyright Date: 1978
Interest Level: 4-6
Annotation: This series of filmstrips provides a step-by-step approach to developing a term paper--research, organization, and writing. The important elements of using the card catalog and the Reader's Guide are discussed.

Objective 1.2.4.43 - Nonprint Resources (continued)

- | | |
|--|--|
| Series Title: | <u>Basic Punctuation</u> |
| Individual Titles: | <u>Quotation Marks and the Apostrophe;</u>
<u>Periods, Question Marks and Exclamation</u>
<u>Points: Pitch, Stress and Juncture Commas;</u>
<u>Using Punctuation Marks; Using Capital</u>
<u>Letters</u> |
| Description of Item
and Components: | 6 filmstrips |
| Producer: | United Learning |
| Copyright Date: | 1980 |
| Interest Level: | 4-8 |
| Annotation: | This program covers the basic rules in punctuation. |
| Series Title: | <u>Disney's Basic Writing Skills Program, Set 1</u> |
| Individual Titles: | <u>Capitalization with Mickey and Goofy;</u>
<u>End of the Line Punctuation with Huey;</u>
<u>Writing Sentences with Ludwig Von Drake;</u>
<u>Organizing Paragraphs with Donald and</u>
<u>Jimmy Cricket</u> |
| Description of Item
and Components: | 4 filmstrips, 4 records/cassettes, teacher's
guide, spirit masters, 1 poster, 36 stick-ons |
| Producer: | Walt Disney Educational Media Company |
| Copyright Date: | 1980 |
| Interest Level: | K-3 |
| Annotation: | This program provides skills in capitalization,
end-of-line punctuation, writing sentences,
and organizing paragraphs. |
| Series Title: | <u>Guide to Writing a Research Paper</u> |
| Description of Item
and Components: | 1 filmstrip, 1 cassette |
| Producer: | Library Filmstrip Center |
| Copyright Date : | 1977 |
| Interest Level: | 9-12 |
| Annotation: | This filmstrip presents the basic elements
on how to write a term paper such as choosing
and narrowing a topic, finding sources of
information, analyzing material found in books,
note-taking, making an outline, and writing the
first draft. |
| Series Title: | <u>I Can Punctuate Anything, Anything? Anything?</u> |
| Individual Titles: | <u>End Punctuation; The Comma; The Apostrophe</u>
<u>and Quotation Marks</u> |
| Description of Item
and Components: | 3 filmstrips, 3 cassettes, spirit masters,
teacher's guide |
| Producer: | Sunburst Communications |
| Copyright Date: | 1980 |

Objective 1.2.4.43 - Nonprint Resources (continued)

Interest Level:	4-6
Annotation:	The cartoon character, The Royal Tutor, explains how to punctuate using the period, question mark, exclamation point and comma and explains the proper use of apostrophes and quotation marks.
Series Title:	<u>I Can Write a Paragraph</u>
Individual Titles:	<u>Part I-What is a Paragraph?</u> <u>Part II- Inside a Paragraph</u>
Description of Item and Components:	2 filmstrips, 2 cassettes/records, 28 spirit master worksheets, teacher's guide
Producer:	Sunburst
Copyright Date:	1978
Interest Level:	4-6
Annotation:	This series of filmstrips teaches the techniques of idea organization and development in all aspects of paragraph construction.
Series Title:	<u>Learning to Learn: Work and Study Habits</u>
Individual Titles:	<u>Part I: Study Habits; Part II: Taking Notes;</u> <u>Part III: Reports and Projects; Part IV: Taking Tests</u>
Description of Item and Components:	4 filmstrips, 4 cassettes, teacher's guide
Producer:	January Productions
Copyright Date:	1981
Interest Level:	4-8
Annotation:	This program focuses on four skill areas study habits, taking notes, writing reports and projects, and taking tests.
Series Title:	<u>Let's Write-Descriptively</u>
Individual Titles:	<u>Putting Your Sense to Work;</u> <u>Taking a Good Look Around You;</u> <u>Listening for Details; Describing Smell;</u> <u>Describing How It Tastes; Describing How It Feels</u>
Description of Item and Components:	6 filmstrips, 6 cassettes
Producer:	Troll
Copyright Date:	1982
Interest Level:	4-6
Annotation:	This program is designed to help students develop the ability to observe and absorb detail, data, and impressions, and to translate that information into good writing.

Objective 1.2.4.43 - Nonprint Resources (continued)

- Series Title: Moving Up in Grammar-Capitalization and Punctuation
 Description of Item and Components: 144 5"X8" cards, masters, 16 answer cards, teacher's guide
 Producer: Developmental Learning Materials
 Copyright Date: 1982
 Interest Level: 4-6
 Annotation: This remedial program provides practice in basic capitalization and punctuation.
- Series Title: On Location with Grammar
 Description of Item and Components: 9 filmstrips, 9 cassettes, teacher's guide
 Producer: Guidance Associates
 Copyright Date: 1978
 Interest Level: 3-6
 Annotation: This program explains English usage and helps students with such topics as sentence structure, noun-verb and noun-pronoun agreement in word usage, and paragraph construction.
- Series Title: Primary English Mastery
 Description of Item and Components: 3 cassettes, 10 activity books, 2 games, 12 activity cards
 Producer: Educational Activities
 Copyright Date: 1976
 Interest Level: 1-3
 Annotation: This series of cassettes focuses on reading, writing, listening and speaking skills.
- Series Title: Punctuation
 Individual Title: The Gentle Art of Punctuation-The Basics
 Description of Item and Components: 2 filmstrips, 2 cassettes, 6 dittos, teacher's guide
 Producer: Educational Activities
 Copyright Date: 1976
 Interest Level: 4-8
 Annotation: The period, comma, exclamation point, question mark, colon, and quotation marks are explained.
- Series Title: Punctuation and Capitalization
 Individual Titles: End Punctuation; Comma and Semicolon; Main Uses; Comma; Secondary Uses; Colon, Dash, Parentheses, and Brackets; Apostrophe and Hyphen; Quotation Marks and Italics; Capitalization
 Description of Item and Components: 7 filmstrips
 Producer: Britannica Instructional Media
 Copyright Date: 1980
 Interest Level: 1-12
 Annotation: These filmstrips provide basic rules for correct punctuation and capitalization.

Objective 1.2.4.43 - Nonprint Resources (continued)

- Series Title: Putting Words in Order/Sentence Structure
Individual Titles: What is a Sentence? Subjects and Predicates;
What is a Noun? What is a Verb-Adjective-
and Predicate Agreement?
- Description of Item
and Components: 6 filmstrips, 6 cassettes
Producer: Troll
Copyright Date: 1982
Interest Level: 1-4
Annotation: This series of filmstrips presents different parts
of speech and sentence construction.
- Series Title: Understanding the Sentence
Individual Titles: The Verb and Sentence; Recognizing Phrases;
Recognizing Clauses; Kinds of Sentences;
Parts of the Sentence or Clause; Using
Personal Pronouns; Reflexive, and Interrogative;
Pronouns; Making Words Agree
- Description of Item
and Components: 8 filmstrips
Producer: Britannica Instructional Media
Copyright Date: 1980
Interest Level: 7-12
Annotation: This program focuses on techniques for writing
compositions.
- Series Title: Writing Basics: The Effective Paragraph
Individual Titles: Part I- Two Ingredients; Part II- Developing a
Paragraph; Part III- Order and Coherence
- Description of Item
and Components: 3 filmstrips, 3 cassettes/records
32 spirit master worksheets, teacher's guide
Producer: Sunburst
Copyright Date: 1979
Interest Level: 6-9
Annotation: This series of filmstrips teaches the function and
structure of the paragraph.
- Series Title: Writing Skills Workshops
Individual Titles: Capitalization; Punctuation; Sentence Structure;
Paragraph Structure; Usage
- Description of Item
and Components: 8 folders, answer booklets, 196 writing skillcards,
50 instacheck cards, spirit masters.
Producer: B.F.A.
Copyright Date: 1982
Interest Level: 4-6
Annotation: This program provides instruction and practice in
clear and concise writing.